



Request for Qualifications

For

Fairgrounds Master Planning and Design Services

22-410-RFQ-01

Submission Deadline

4:00 PM Tuesday, April 5, 2022

I. Project

Master Planning Study and Conceptual Design of the Iredell County Fairgrounds Complex, Troutman NC.

II. Project Summary

Iredell County is seeking Statements of Qualifications from professional firms to provide for master planning and conceptual design services of the Iredell County Fairgrounds Complex. The project site is located at 630 N. Main St. in Troutman, NC, 28166 and consists of nearly 62 acres. The area is earmarked for expansion of the fairgrounds and installation of a regional activity/event center. The project scope will include a current and future space needs study, site/parking plan, conceptual drawings and floor plans (for new and renovated facilities) and possible exterior elevations of new facilities. The selected Firm will be involved in staff interviews, working with the County Working Group, community stakeholders and selected County departments.

Depending and based on the results of the study, the County may opt to negotiate with and engage the awarded Consultant to complete full design and engineering of the complex project, prepare construction documents, assist with bidding/negotiations/contracting, assist with permitting, assist with quality control and provide construction phase services for the project.

III. Request

The intent of this Request for Qualifications (RFQ) is to have professional design firms specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that a contract will be negotiated with the successful architectural design firm properly licensed in the State of North Carolina on the basis of demonstrated competence and qualifications for the type of professional services required.

The design firm will be asked to provide the following services:

- Space Needs Study;
- Conceptual Design including, but not necessarily limited to, exterior elevations, site plan and floor plans for new and renovated facilities;
- Parking area design;
- Conceptual Design Cost Estimate
- Assist with presentation to awarding bodies
- Conduct community stakeholder meetings

IV. Firm Qualifications

The selected architectural firm’s assigned project staff must be experienced in all phases of planning, design and construction of similar public facilities; have extensive knowledge of the regulations governing design and construction in the State of North Carolina; and have a proven capability to effectively and efficiently produce a successful project consistent with, and meeting the needs of, the goals outlined by Iredell County.

V. Responses shall include, but are not limited to the following information:

- Firm background, related experience and technical expertise.
- Identify staff and any specialty consultants who will work on the project.
- Provide five (5) client references with project completed.
- Provide three (3) general contractor references with whom you have completed projects.
- Past Performance: Provide supporting materials such as drawings, photographs, and/or brochures of similar projects done by the firm.
- Describe any litigation or arbitration within the last five (5) years.
- Note any conflicts of interest.
- Provide estimated length of time to complete each project task, (space needs study, conceptual design, possible parking area design and conceptual design cost estimate, etc.)

VI. Project Timeline

The key activities and milestone dates for the selection process are listed below:

<u>Activity</u>	<u>Milestone Date</u>
• RFQ Published and Distributed	3-11-2022
• Deadline for Respondent Questions	3-23-2022
• Proposal Submission Deadline	4:00 PM 4-5-2022
• Firm interviews and site visits, if needed	Week of: 4-11-2022
• Recommendation to Iredell Co. Board of Commissioners for approval	5-3-2022
• Selected Firm Notification	5-4-2022
• Project Update Presentation to Board of Commissioners	TBD
• Final Project Presentation to Board of Commissioners	TBD

VII. Submission of Proposal Packages

Qualifications Submittals shall include:

- A) One (1) complete qualifications packages in hardcopy, 8 1/2" x 11", side bound with Table of Contents and reference tabs for key sections. Submittals shall not exceed sixteen (16) pages single-sided, or eight (8) pages double-sided (**Front/back covers, table of contents, tab pages and photographs are excluded from these page totals).

AND

- B) One (1) electronic copy of the complete package on USB Drive or DVD/CD.

To be considered, submissions must be received at the following address no later than 4:00 PM Tuesday, April 5, 2022:

If delivered in person or by FedEx/UPS:

Iredell County
Attn: David Sifford, Purchasing Agent & Contracts Mgr.
200 South Center Street
Statesville, North Carolina, 28677

If by USPS:

Iredell County
Attn: David Sifford, Purchasing Agent & Contracts Mgr.
PO Box 788
Statesville, North Carolina, 28687

XIII. Selection Process

- A. Iredell County will appoint a committee whose responsibilities will include performing evaluations of each SOQ. The Evaluations Committee will focus on identifying relative strengths, weaknesses, deficiencies and risks associated with each SOQ.
- B. Iredell County intends to select the most qualified firm(s) on the basis of best overall SOQ that, in its sole opinion, is most advantageous to the County.
- C. Selection may be based solely on the individual merits of one Qualifications Statement package and references depending on the findings and opinion of the Evaluation Committee. However, the Evaluations Committee may choose to interview and hold site visits with one or more selected candidates before finalizing its recommendation.
- D. Notification: Firms who submit SOQs will be notified of the selection results. Final recommendation of any selected firm is subject to the approval of the Iredell County Board of Commissioners.

- E. Board Approval and Contract Execution: The Evaluation Committee’s recommendation will be presented to the Board of County Commissioners for approval with authorization to begin negotiations for a contract with the Evaluation Committee’s highest rated Consultant first. If after discussion and negotiation, a mutually agreeable agreement and fee is not successful, negotiations will be terminated and the County may enter into negotiations with an alternate firm.
- F. Iredell County reserves the right to cancel this RFQ at any time, elect not to proceed with any of the respondents, modify the scope of the work, re-solicit RFQs or choose not to award for any reason.

XI. General Conditions of the Request for Qualifications

- A. Any and all cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Iredell County when received.
- C. Any questions regarding the RFQ should be submitted by email and directed to the Iredell County Purchasing Agent and Contracts Manager, David Sifford, david.sifford@co.iredell.nc.us. If a question of general concern is asked by any firm with regards to this RFQ a copy of the written response will be sent to all firms by addendum. The deadline for all inquiries is 12:00 noon on March 23, 2022.
- D. Iredell County reserves the right to accept or reject any and all responses received in response to this Request for Qualifications and to cancel the process at any time. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications.

XII. CONFIDENTIALITY OF DOCUMENTS

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications will become public records and are subject to public disclosure unless specifically excepted by North Carolina General Statute. NC General Statute §132-1.2 and §66-152 provide definitions and protection of certain documents and information from public disclosure that constitute a “trade secret”, provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

Iredell County will withhold or redact documents or information designated “confidential trade secret” that meet these requirements from public disclosure to the extent that it is entitled or required to do so by applicable law.

No submission is to be marked “confidential” or “trade secret” in its entirety.